

# Procurement Works

A Newsletter from the Maryland Department of Health (MDH)  
Office of Procurement and Support Services (OPASS)  
September 2018

## New Small Procurement Portal

OPASS is pleased to announce that the new Small Procurement Portal is open and available for your use. It has been designed as a valuable management tool to make the conduct of Small Procurements more simple, setting forth each step of the procurement process into a template which automatically generates a spreadsheet for supervisors or auditors to be able to confirm that required procedures have been followed.

To access the portal, go to the MDH website, scroll down to the OPASS portion and open it. You will find "Small Procurement Portal" listed in the column on the right side of the page. Simply click on the "get started" icon and follow the instructions.

Not only will the new portal make it easier and quicker to conduct Small Procurements, your procurement file will automatically be created for ready access at any time. Simply upload documents like price quotes or notes about contract formation or negotiation and the entire record will be archived.

There's nothing quite like having the right tool to do a job. Please use it!

## Training Announcement

OPASS offers a variety of procurement training programs which are advertised by e-mail to the OPASS Announcement Group as well as the video monitors at MDH HQ. For registration assistance, contact: Naisadh "Nick" Desai at [Naishadh.desai@maryland.gov](mailto:Naishadh.desai@maryland.gov).

### Upcoming Training

09/21/2018	1PM - 4PM in Western Maryland at Finan Center	Small Procurement 101
09/25/2018	1PM - 4PM Room L-1 MDH HQ	Small Procurement 102
10/23/2018	1PM - 4PM Room L-3 MDH HQ	Small Procurement 101
10/25/2018	9AM – 12 PM Room L-3 MDH HQ	Inter-Agency Agreements Training
11/08/2018	1PM - 4PM Room L-1 MDH HQ	MBE-VSBE-SBR Training
11/29/2018	1PM - 4PM Room L-3 MDH HQ	Writing Specifications Part 1
12/06/2018	1PM - 4PM Room L-1 MDH HQ	Writing Specifications Part 2





Dressed as medical personnel, in August a panel of procurement experts discussed “diagnosis and treatment” of specified procurement “ills” at the national meeting of the National Association of State Procurement Officials (NASPO). It was an informative, creative, humorous and memorable presentation. Featured second from left is Maryland’s own DGS Senior Procurement Analyst Bob Gleason. Also pictured are Lisa Eason, Jan Pytelewski, Josh Borden and McCall Ginsberg of Georgia, and Roz Ingram of Florida.

## Inter-Agency Agreement (IA) Checklist

*You Must Use the **Current** Form*

As you know, before commencing an IA, it is necessary for the requesting program to receive sign-off from a Deputy Secretary to request an IA from OPASS. This affords the program the initial “green light” to attempt to develop an IA. OPASS promptly processes such requests by forwarding them to the MDH Chief Operating Officer for review and approval. This procedure was put into place under the guidance of the Department of Budget Management (DBM), acting in response to findings by the Office of Legislative Audits (OLA).

Please use the current IA Checklist template when you seek to pursue an IA. Like the Small Procurement Portal, the Checklist template is being automated to create a spreadsheet so that all supervising parties can examine the list to ascertain the status of IAs and the number of personnel working for MDH by IA. That spreadsheet is essential to receive DBM authorization to use IAs and for the Office of Human Resources (OHR) to track personnel. It is available on the OPASS online forms file.